

General Information

I was unable to attend orientation night, can I tour the building prior to the start of school? Please reach out to your program’s campus office to inquire about arranging a tour. Summer tours are at the discretion of the campus principal.

My CTC uniform has not arrived by my first day of school, what should I do? Students will need to wear the required pants and shoes along with a plain t-shirt, matching the color(s) of their program. Uniform requirements can be found in the program’s New Student Orientation packet.

When is the first day of school for Lancaster CTC? School begins on Thursday, August 22, 2024.

CTC’s 1st day is August 22nd but my school district doesn’t start until later. What does this mean for me? If a student would like to attend CTC on a district’s day off, they may but would need to contact their district’s transportation department to determine if bussing will be available. Otherwise, they may drive if they have the means and will need to obtain a temporary parking permit with their CTC campus office.

Thursday, August 22	Districts – First Day with CTC	Cocalico, Columbia, ELANCO, Hempfield, Lampeter-Strasburg, Pequea Valley, SDOL
Monday, August 26	Districts - First Day with CTC	Conestoga Valley, Donegal, Elizabethtown, Ephrata, Manheim Central, Manheim Township, Penn Manor, Solanco
Tuesday, August 27	Districts - First Day with CTC	Warwick

What time should I arrive? When am I dismissed? For students using district provided transportation, arrival and departure times will be communicated to you by the district transportation department.

Full-Day students providing their own transportation:

Students should arrive at 7:50 a.m., when the building doors open, and be in your classroom by 8:00 a.m. Students are dismissed at 2:35 p.m.

Half-Day students providing their own transportation:

AM students should arrive at 7:50 a.m., when the building doors open, and be in your classroom by 8:00 a.m. Students are dismissed at the same time as their district bus. You will be notified of the official dismissal time by your instructor on your first day.

PM students should arrive in correlation with their sending school district’s bus arrival and be in your classroom promptly. Please contact your district or CTC campus for the official time. Students are dismissed at 2:35 p.m.

Is transportation to my CTC program campus provided? Yes, transportation is provided from your district high school to your CTC program campus. All questions regarding transportation, including departure and arrival times, should be directed to your district's transportation department.

If you attend a private school, parochial school, or are home schooled and need transportation, please contact your district of residence to discuss transportation needs.

My district has a scheduled day off. What does this mean for me? If a student would like to attend CTC on a district's day off, they are encouraged to attend but would need to contact their district's transportation department to determine if bussing will be available. If bussing from the student's place of residence to the high school is not available (but the district is providing bussing from the high school to CTC) a written parent note is required within 3 days. Please see section on excuse notices on page 3.

Students may also drive if they have the means or be dropped off/picked up by a parent/guardian. If a student is driving themselves, they will need to obtain a temporary parking permit from their CTC campus office.

My district has an early dismissal, what does this mean for me? Students will need to contact their district's transportation department to determine if there is a change to their schedule.

My district has an unscheduled closure due to weather. What does this mean for me? In weather emergency situations the following guidelines are for the safety of all involved:

1. Weather closings in the student's district of residence or LCCTC—not expected to attend.
2. Weather delays in the student's district of residence or LCCTC—follow later delay.
3. Weather early dismissal in student's district of residence—follow district early dismissal.
4. LCCTC may announce a Virtual Learning Day for students. Students are expected to participate in Virtual Learning Days regardless of whether the student's sending district is open or closed.

How does CTC operate when there is a 2-hour delay? There are no AM Half-Day courses. Full-Day students arrive 2 hours later than normal and PM Half-Day students arrive at their normally scheduled time.

Parent Information

How can I view my student's grades, progress reports, attendance records, etc? Parents/Guardians will be granted access to this information via the *Parent Portal*. More information will be sent home regarding the *Parent Portal* at the start of school.

Cafeteria General Information, Payments, Reduced Lunch Program, etc. Important information is being mailed in August. The information can also be accessed on our website:

<https://lancasterctc.edu/student-services/food-services/>. Students will need to have a SchoolCafe account created for Lancaster County CTC, even if they have an account at their sending high school. If students receive free and reduced lunches at the district, they MUST APPLY again through SchoolCafe with the school as Lancaster CTC. Filling out a free & reduced lunch application is highly encouraged for CTC students.

Student medications at CTC Please follow the link to review our policy regarding student medications.
<https://go.boarddocs.com/pa/lcct/Board.nsf/vpublic?open>

A doctor's order must be provided to the campus nurse stating the student can take medications during school hours. The medication must be in a prescription bottle with a prescription label. The label needs to include the student's name and name of medication.

A Medication Administration Form will need to be completed in order for the nurse to provide medications during the school day and/or for field trips. This form needs to be signed by a doctor and parent and can be obtained at your CTC nurse's office. The form also acts as a permission slip for students to carry EpiPens and/or inhalers with them during the school day.

My student is absent, how do I provide CTC with notification of their absence, early dismissal, or tardy? Excuses can be sent 1 of 3 ways and **MUST** include a written parent/guardian signature:

1. [Printed excuse card](#) from our website turned in to the campus office.
2. By Email. Please include the student's name, date(s) of absence/early dismissal/tardy, written parent/guardian signature (photo of written signature is acceptable), and the reason for absence/early dismissal/tardy. Please also include the dismissal time if a student is leaving early. An emailed image of an excuse card will also be accepted.

Brownstown: BTattendance@lancasterctc.edu

Mount Joy: MJattendance@lancasterctc.edu

Willow Street: WSattendance@lancasterctc.edu

3. Handwritten note turned into the campus office. Please include the student's name, date(s) of absence/early dismissal/tardy, reason for absence absence/early dismissal/tardy, and written parent/guardian signature. Please also include the dismissal time if a student is leaving early.

For information regarding how many absences are allowed and what counts as an excusable absence, please view the student handbook found here: [LCCTC Student Handbook](#)

We are taking a trip and will miss school, what do I need to do? Copies of the [Educational Travel & Hunting Trip Form](#) can be found on the website. Please complete the form and provide to your program campus at least 2 days BEFORE you go on your trip allowing time for administrative processing.

Brownstown: BTattendance@lancasterctc.edu

Mount Joy: MJattendance@lancasterctc.edu

Willow Street: WSattendance@lancasterctc.edu

The same process can be followed if you are taking a trip and will miss the start of school.

Student Information

All linked student forms can be found on our website: <https://lancasterctc.edu/document-library/>

How can I view my grades, progress reports, attendance records, etc? Students will be granted access to this information via the *Student Portal*. Log-in information will be provided by your instructor at the start of school.

What do I need to bring on my first day? Please refer to the program packet you received (at orientation, via email, or via USPS) for materials needed. Additionally, bring cafeteria payment (if not paying online) and parking pass items, if applicable (see *What do I need to purchase a parking pass?*). It is encouraged for students to come with something to write with, something to write on, and something to store papers, such as a folder.

Financial Assistance/Uniform Bank (add for 25-26. Confirm processes with CTC counselors and front office staff)

Student Driver Info.

What do I need to purchase a parking pass? [Parking passes](#) can be purchased as early as the first day of school. The non-refundable fee is \$30 and can be cash or check (made out to LCCTC). If paying in cash, it must be in the exact amount. Students will need to complete the [form](#) and provide a copy of the student's driver's license and vehicle's current insurance card. If your driving privilege is revoked, the fee is non-refundable.

Can I ride with another student to CTC? Lancaster CTC requires that both the rider and driver have the parent(s) and sending school administrator(s) sign the "[Student Driver/Passenger Permission Form](#)".

I purchased a new car do I need to pay the \$30 fee again? No. Students will need to fill out the paperwork and provide a copy of their driver's license and insurance card however they do not need to pay the \$30 fee.

If I need to use a different car temporarily, do I need to pay the \$30 fee for each car? Students that may use a different car temporarily (for example: Student's vehicle is undergoing service repairs and the student is using a parent or rental vehicle to drive to school) can stop in at the office and receive a day pass to put in their car.